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Sent: Thursday, March 25, 2010 12:54 PM
To: McGuire, Thomas M (DPH); Han, Linda (DPH); Caloggero, Dina (DPH)
Subject: FW: ARRA Update March 25 2010

FYI

From: Bergstrom, Jim (DPH)
Sent: Thursday, March 25, 2010 12:15 PM
To: Akinbuli, FA (DPH); Alvarado, Dazlee (DPH); Andrew, Beverly (DPH); Arguedas, Maria (DPH); Baker, Wilton (DPH); Beaulieu, Agnes (DPH); Bettencourt, Maria (DPH); Beurs, Eva (DPH); Collins, Debora (DPH); Connolly, Grace (DPH); Connolly, Marc (DPH); Danforth, Deborah (DPH); Dang, Quynh (DPH); Dunn, Ceci (DPH); Dyck, Julia (DPH); Dyer, Sharon (DPH); Dyke, Edmund (DPH); Faiella, Sheila (DPH); Grasso, Carol (DPH); Gustus, Toni (DPH); Hyde, Marla (DPH); Kajubi, Kato (DPH); Keithly, Lois (DPH); Lambert, Debra (DPH); Landau, Anna (DPH); MacCurtain, Heidi (DPH); McCue, Terry (DPH); McGuire, Thomas M (DPH); McHale, Eileen (DPH); McNamara, Ann (DPH); Mirabassi, Janice (DPH); Mustacchio, Lisa (DPH); Nordstrom, Christina (DPH); Pillsbury, Helen (DPH); Pryme, Corine (DPH); Purtell, Joe (DPH); Roberts, Jenna (DPH); Seymour, Robert (DPH); Sullivan, Eileen M (DPH); Thompson, Monique (DPH); Weisberg, Carol (DPH); Wheeler, Cathy (DPH); Whiteman, Chuck (DPH); Zotter, Jean (DPH)
Subject: ARRA Update March 25 2010

Hi All –

As many of you know over the past year DPH has received a number of awards through the “2009 American Recovery and Reinvestment Act” (ARRA), aka “Stimulus” funds. A number of DPH program staff were involved in applying for awards, the subsequent notification of awards, and the initial set-up of these ARRA grants. However, up until recently, DPH spending of ARRA funds has been limited to one or two programs, but over the next several months that spending will increase through several different ARRA awards. So I thought it would be a good time to remind people of the unique requirements of the ARRA funding.

Attached below is the applicable section from the DPH’s Internal Control Manual in regards to ARRA funding, please review this attachment, and link to any of the sites that are applicable to your area of responsibility. Please pay particular attention to the 2nd paragraph and the requirements for awarding, monitoring and reporting funds related to the use of sub recipients and vendors, and the 3rd paragraph - especially as it relates to the filing and maintenance of ARRA records.

Let me know if you have any questions

Thanks,

Jim

American Recovery & Reinvestment Act:

The American Recovery and Reinvestment Act of 2009 (ARRA or Stimulus funds), includes unprecedented levels of reporting requirements, beyond the traditional federal audit requirements. The Comptroller’s Office has created a Reinvestment and Recovery (ARRA) web site which contains all applicable information pertaining to the issuing, monitoring, and reporting of “stimulus funds”. Bureaus contemplating applying for ARRA funds must complete the DPH ARRA Funding Form and submit completed copies to the bureau’s applicable budget analyst, the Accounting Office Federal Grants unit, and to the Purchase of Service Office. In addition bureaus will be required to complete the ANF Questionnaire. Both of these forms may be found on Healthnet.

In order to ensure compliance with ARRA, all DPH programs will work jointly with the DPH Budget, Purchase of Service and Accounting Offices – under the general guidance of the Comptroller’s office and the Executive Office of Administration and Finance (ANF) when establishing federal stimulus grants in MMARS. This will include the additional use of, The American Recovery and Reimbursement Act Federal Grant Set-up Form, DUNS #s and location codes for stimulus funds distributed through grants, contracts, and ISAs. MMARS documents (e.g. encumbrances, payments, W-9s) will include this information as required. In addition Departmental staff through the creation of, and/or, the enhancement to existing data systems will track and record ARRA funds as required by the specific federal granting authority. This will include reports that support the distribution, monitoring and performance verification of stimulus dollars for both the department sub recipients and vendors. Programs will also be required to report on a quarterly basis, jobs information, as well as specific ARRA grant information, through the ANF platform. This effort will be coordinated through the applicable bureau’s Administration and Finance Director/program staff and the DPH Accounting Office.

DPH staff will document all decisions as they relate to the disbursement of the stimulus funds. These records must support procurement and contracting, accounting and reporting efforts and document that: (1) the decision making process was fair and made in good faith; (2) targeted and measurable goals were established; (3) funds are fiscally accountable, (4) a recoupment process is in place to follow if necessary. These records must be filed and be maintained in a way that will allow for easy retrieval so that they can be reviewed for the purposes of oversight and audit. All records pertaining to stimulus funds must be coded as such and identified as either “ARRA” or “stimulus”; or as otherwise required by the Comptroller’s office.

In addition, if ARRA funds will be used to hire staff, the department must follow the guidelines as established by Executive Office of Administration and Finance Human Resource Division. This includes the filing of a hiring plan with ANF, and if approved, the posting of the position as a Federal Stimulus Position. Individuals hired into ARRA funded positions will work on ARRA related activities 100% of the time. All vacancy postings related to ARRA hiring must be posted on Job Quest, for sub recipient and vendor positions and on the CEO for State positions.

ARRA funding oversight at DPH will be the joint responsibility of the General Counsel, Chief Financial Officer, with the support of Directors of Budget, Contracting, Accounting and the applicable bureau director. These units will work under the general direction of the Comptroller, the Executive Office of Administration and Finance and the Executive Office of Health and Human Services, and will ensure that DPH is compliant with all ARRA policies, procedures and requirements. However preventing the misuse, abuse, or waste of ARRA funds is the responsibility of all DPH employees, and Section 1553 of ARRA provides “Whistleblower” protection for individuals who make disclosures relating to Recovery Act funds.